

# CITY OF ROSWELL

## EOE

**Date Open:** June 14, 2016  
**Date Close:** Until Filled

## LIBRARY DIRECTOR

**Schedule:** 8:00 a.m. – 5:00 p.m.  
Monday - Friday

**Salary:** \$56,441  
\$69,415– Annually

**Job # 16-042**  
**Full Time**  
**Library**

**SUMMARY:** Under limited supervision, plans, coordinates, and directs the operations of the City of Roswell's Library programs in compliance with state and federal regulations and City standards; plans, manages, and directs the operations and activities of the Roswell Public Library (RPL); develops and implements library plans, policies, and programs; coordinates with advisory boards and community groups; manages budget and RPL personnel; analyzes emerging trends, and develops plans to meet community needs.

**ESSENTIAL FUNCTIONS:** – *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs RPL staff and activities to provide informational, instructional, recreational, and research services to the community by the RPL; directs performance improvements, organizational development, and employee relations; hires, trains, manages, and evaluates the performance of RPL staff; assures staff compliance with departmental policies and procedures; prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; schedules staff to meet job demands,
- Meets regularly with staff to discuss and resolve workload and technical issues, project status, safety, new programs, work schedules and job demands, customer service issues, and community needs.
- Assesses the needs of the community, and develops library programs, materials, and services; defines goals, interprets objectives, and plans and organizes new library acquisitions and special programs to meet the needs of the community.
- Prepares and manages annual operating budget from City, and special bond funds from State programs.
- Compiles, evaluates, and analyzes information, and recommends and implements solutions; assures the RPL activities and procedures are in compliance with all laws, policies, regulations and standards; reviews RPL policies and suggests improvements.
- Monitors facilities and grounds, and develops plans for improved operations.
- Responds to general inquiries from the public; provides information, instructions, and assistance within scope of authority; assists customers with requests, applications, government forms, and other documents.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Master's Degree in Library Science from an ALA accredited college; and six years of experience managing public library operations; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- City organization, operations, policies, and procedures.
- Principles and practices of public library administration.
- Regulations and standards governing public library operations.
- Public library programs, policies, and procedures.
- Collection development, cataloging, and reference principles.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.

#### Skill in:

- Directing public library operations, programs, and services.
- Delivering quality library programs and services to the community.
- Developing and administering library plans, programs, and policies.
- Assisting with the development and maintenance of library collections.
- Developing and administering budgets and monitoring expenditures.
- Assessing and prioritizing multiple tasks, projects and demands, and coordinating the work of others.
- Using initiative and independent judgment within established procedural guidelines
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating a personal computer and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers and local agencies.
- Effective verbal and written communication.

### LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and be insured by the City's insurance carrier. Librarian's Certificate is required from the New Mexico Library Association (NMLA).

### NECESSARY SPECIAL QUALIFICATIONS:

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

Must pass a post offer pre-employment drug screen administered by a City-designated facility.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office and public library environment.